

S/TC/2 Procedure No. 5

MEMORANDUM

TO : All Analysts  
FROM : Acting Deputy Chief, S/TC  
SUBJECT: Clearance Memoranda

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1. Henceforth when clearances covered by the above memoranda are obtained for other agencies a case will be established when the content of the [REDACTED] document lends itself to such treatment.

2. If the content of the [REDACTED] document is of an informational character the document will be filed as appropriate; for example, in China Trade, Austria Excon, etc.

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3. In either case a copy of the clearance memo will be filed with the document and the copy filed in the "Clearance Memoranda" file will indicate the filing of the document, under distribution; for example, 1 - EST Case #000, John Jones [REDACTED] or 1 - China Trade File. In all cases mention the title of the document in the clearance memo. Clearance cards will be prepared as usual.

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HGP:mlc